

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. M-157

Page 1 of 12

Agency
City of Frederick - Department of Public Works

Division/Unit
Water and sewer

Item No	Description	Retention
	General records for all DPW departments – first three pages	
1	Bids and submittals	Retain for 3 years after bid is granted, then destroy.
2	Budget information	Retain for 3 years then destroy.
3	Calendars	Retain for 3 years, then destroy.
4	Capital improvement project	Retain until project is complete, plus 3 years and until all audit requirements have been met, then destroy.
5	Check requests/requisitions	Retain for 1 year, then destroy.
6	Complaints (except for Water/Sewer – Lights) – see page 4	Retain until complaint is resolved, plus 3 years, then destroy.
7	Contract/agreements	Retain for contract/agreement life, plus 4 years, then destroy.
8	Correspondence Equipment/Materials	Retain life of ownership of equipment, plus 4 years if contract or agreement is contained in file, then destroy.
9	Job Descriptions	Retain until updated or superceded, then destroy.

Approved by Department, Agency or Division Representative

Date December 6, 2001

Signature Eva Simpson

Type Name Eva Simpson

Title DPW Administrative Asst

Schedule Authorized by State Archivist

Date JAN 08 2002

Signature Edward C. Papenfuss

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
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Item No	Description	Retention
10	Job Interviews	Retain for 1 year not hired for jobs of a permanent nature, then destroy. Retain for 90 days for a job of a temporary nature, then destroy. Retain for 2 years for a job involving Federal contracts, then destroy.
11	Job Reports (for billing)	Retain for 2 years, then destroy.
12	Manuals including Procedures, Accruals, Personnel Policies and Procedures, Operations, Safety	Retain until updated or superseded, then destroy.
13	Minutes	Original committee minutes – screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives. Retain copies for five years, then destroy.
14	MSDS	Retain for 40 years after discontinued use of the specific chemical, then destroy.
15	Payroll	Retain for 3 years, then destroy.
16	Personnel	Transfer originals to Department Administrative Support until employee terminates, then transfer file immediately to Department Administrative Support who will forward to the Human Resources Department.

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
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Item No	Description	Retention
17	Projects	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
18	Purchase orders	Retain for 1 year, then destroy.
19	Reference manuals	Retain until updated or superseded, then destroy.
20	Special events	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
21	Telephone use report	Retain for 1 year, then destroy.
22	Timesheets	Retain for 3 years, then destroy
23	Vehicle information	Retain life of ownership of vehicle, then destroy. Transferred vehicle – transfer file to new department.
24	Work orders (except for Water & Sewer) – see page 4	Retain until work is completed, plus 1 year, then destroy.

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
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Item No	Description	Retention
25	Meeting Minutes, copies	Retain 15 years, then destroy
26	Correspondence, External	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
27	Correspondence, Internal and Memos	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
28	Complaint Forms	Retain 30 years after initial complaint is resolved, then destroy.
29	Work orders	Retain 30 years after work has been completed, then destroy
30	Vehicles/Equipment	Retain lifetime of vehicle or equipment, then destroy
31	Risk Management, copies	Retain until updated or superseded, then destroy

**DEPARTMENT OF GENERAL SERVICES
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Item No.	Description	Retention
32	Construction and As-Built Drawings	Retain construction drawings until updated or superseded, then destroy. Retain as-builts permanently. Transfer periodically to the Maryland State Archives.
33	Inflow and infiltration study files	Retain for 5 years and until all audit requirements have been met, then destroy
34	Stormwater management program	Retain public awareness and description of stormwater management program records for 3 years, then destroy. Retain sewage sludge use and disposal activities for at least 5 years, then destroy. Retain monitoring informative including calibration, maintenance, original stripchart recordings, copies of all reports required by permit, and records of all data used to complete the permit application for at least 3 years from the data of the sample measurement, report or application, then destroy. Retain results of inspection, compliance certification and incident records of non-compliance for 3 years, then destroy. Retain facility ownership and rehabilitation records for life of facility, then destroy
35	Salary study	Retain until updated or superseded, then destroy.

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Item No.	Description	Retention
36	Misc sewer department related files	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
37	Road crossing permits	Retain 1 year, then destroy.
38	Carroll Creek Pumping Station operations manual	Retain until updated or superseded, then destroy
39	Water valve records (tie-ins) - historical	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
40	Carroll Creek Linear Control	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
41	Department reports – monthly/yearly reports from water treatment and wastewater treatment	Retain for 3 years and until all audit requirements have been met, then destroy.

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Item No.	Description	Retention
42	Miss Utility Requests	Retain 1 year, then destroy.
43	Permits and agreements	Retain short-term permits/agreements until updated or superseded, then destroy. Retain long-term permits/agreements for 4 years after termination, then destroy.
44	Wastewater treatment plant projects	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
45	Water & Sewer system history – completed complaint forms and work orders received by the Sewer Department, records of past problems and work performed, on both private and city-owned properties and facilities, used for reference and historical purposes	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
46	Pump station files	Retain for 3 years and until all audit requirements have been met, then destroy.
47	Water & Sewer permits - copies	Retain copies as needed. Retain originals permanently. Transfer periodically to Maryland State Archives.

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Item No.	Description	Retention
48	Department and Division projects	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
49	Reference files	Retain until updated or superseded, then destroy
50	Equipment and materials	Retain for life of equipment/materials, plus 4 years, then destroy.
51	Water meter unit: Water meter installation and replacement – water meter installation and replacement sheets showing address, meter numbers, date, type of meter and other meter information	Retain for life of equipment plus 2 years, then destroy.
52	Water meter readings and exceptions and comments	Retain 3 years after issue is resolved, then destroy.
53	Meter reading exception listings from ATE	Retain 1 year, then destroy.
	<i>Waste water treatment:</i>	
54	State/Federal Correspondence – permits, violations, inspections, audits	Retain 5 years and until all audit requirements have been met, then destroy
55	Golf Course files – permits, testing results, irrigation information	Retain 5 years and until all audit requirements have been met, then destroy

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Item No.	Description	Retention
56	Frederick County – water and sewer shared projects	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
57	Projects – biological nutrient removal, Imax, pump station, EQ basin, lightning strikes	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
58	Daily operating reports and records	Retain 5 years and until all audit requirements have been met, then destroy
59	Sludge Records	Retain 5 years and until all audit requirements have been met, then destroy
60	Plant contract	Retain for contract life plus 4 years, then destroy.
61	Weekly PM records	Retain 5 years, then destroy

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Item No.	Description	Retention
62	<p>Safety – risk management, confined space program, training, personal protective equipment, Hazcom, controlled hazardous energy</p> <p>Treatment Plants:</p>	<p>Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.</p>
63	Bi-Annual Industrial Compliance Reports	<p>Retain 5 years and until all audit requirements have been met, then destroy</p>
64	Quarterly Industrial Compliance Records	<p>Retain 5 years and until all audit requirements have been met, then destroy</p>
65	Annual Reports and Records	<p>Retain 5 years and until all audit requirements have been met, then destroy</p>
66	Projects – wildlife management, filter media, electrical, discharge, copper sulfate, adding to plant, data acquisition	<p>Minor projects – Retain 20 years after close of project, then destroy; major projects – Retain permanently, send periodically to Maryland State Archives</p>
67	Events – droughts, floods	<p>Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.</p>

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Item No.	Description	Retention
68	Meeting minutes	Retain 3 years, then destroy
69	Inflow and Infiltration Records	Send appropriate copies including to DPW Water & Sewer Administration Support, retain 1 year on-site, then destroy
70	Standard Operational Procedures	Retain until updated or superseded, then destroy
71	Maintenance files	Retain life of equipment, then destroy
72	Monocacy files	Retain life of equipment, then destroy
73	Budgeting files	Retain 3 years, then destroy
74	Lingenore files	Retain for life of equipment, then destroy
75	Safety files	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
76	Mountain files	Retain for life of equipment, then destroy.
77	Operational Records – Water Quality	Retain 5 years and until all audit requirements have been met, then destroy
78	Personnel files	Retain until terminated then forward to Administrative Support

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Item No.	Description	Retention
	Water Quality:	
79	Administrative – Standard Testing Procedures and Safety	Retain until updated or superseded, then destroy
80	Administrative – Reference files	Retain until updated or superseded, then destroy
81	Monthly operational plant records – WWTP	Retain 5 years and until all audit requirements have been met, then destroy
82	Administrative – lab equipment records and logs	Retain for life of equipment, then destroy
83	Drinking water program certification records	Retain 5 years and until all audit requirements have been met, then destroy
84	WWTP – Discharge monitoring reports and DMRQA	Retain 5 years and until all audit requirements have been met, then destroy
85	Analysis records – WWTP Lab	Retain 5 years and until all audit requirements have been met, then destroy
86	Drinking water compliance testing/special testing	Retain 5 years and until all audit requirements have been met, then destroy

RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form
for each new or revised record series.

Department of
Public Works
Water & Sewer Division

PAGE ____ OF ____

Frederick, Maryland 21701

1. Position
Administrative Support

2. Division
Water & Sewer

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

Meetings Minutes, copies

5. Earliest Year/Latest Year

80 to *99*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

*Examples: Mayor & Board; Utility Committee;
Management Safety; Employee Committees;
Dept Head/Div Chief;*

7. Record Series Format(s)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (specify) _____

8. Record Series Filing Sequence

- ☒ Alphabetical
☐ Numerical
☒ Chronological
☐ Geographical
☐ Other (specify) _____

*by meeting
current dates year
1st*

9. Volume

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify) _____

1
Number

10. Approximate Annual Accumulation

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify) _____

1/2
Number

11. File is Used

- ☐ Daily ☐ Weekly ☒ Monthly

12. File Becomes Inactive After

- ☐ Month(s) ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

*Admin. Support
File Room*

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or Office)

Yes *OR* *original of meeting minutes* ☐ No

15. Access Restrictions ☐ Yes ☒ No
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

- ☒ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used?

- (If yes, explain briefly and describe any hardware/software)
☐ Yes ☒ No

18. Recommended Retention

retain 15Y, then destroy

19. Name and Title of Preparer
Eva Simpson
Administrative Support

20. Telephone Number
301-694-1681

21. Date
11/27/99
10/5/00

RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form
for each new or revised record series.

Department of
Public Works
Water & Sewer Division

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Frederick, Maryland 21701

1. Position

Administrative Support

2. Division

Water & Sewer

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

Correspondence - External

5. Earliest Year/Latest Year

_____ to 192000

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

*Examples; Miss Utility; MD Rural Water Assoc.;
Vendors; etc.*

7. Record Series Format(s)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (specify) _____

8. Record Series Filing Sequence

- ☒ Alphabetical
☐ Numerical
☒ Chronological
☐ Geographical
☐ Other (specify) _____

9. Volume

- 5*
Number
☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify) _____

10. Approximate Annual Accumulation

- 1*
Number
☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify) _____

11. File is Used

- ☐ Daily ☐ Weekly ☐ Monthly

12. File Becomes Inactive After

- ☐ Month(s) ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or Office)

☐ Yes

☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

- ☐ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used?

- (If yes, explain briefly and describe any hardware/software)
☐ Yes ☒ No

18. Recommended Retention

Review Annually ---

19. Name and Title of Preparer

Eva Simpson

Admin. Support

20. Telephone Number

301-694-1681

21. Date

11/27/99

10/5/00

RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form
for each new or revised record series.

Department of
Public Works
Water & Sewer Division

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Frederick, Maryland 21701

1. Position

Administrative Support

2. Division

Water & Sewer

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

Internal
Correspondence & Memos

5. Earliest Year/Latest Year

— to 99

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Memos, S.O.P., Policies Sent by & to
Other Depts & Dept Heads.

7. Record Series Format(s)

☒ Letter Size

☐ Microfilm

☐ Legal Size

☐ Computer Tape

☐ Bound Book

☐ Floppy Disk

☐ Audio Tape

☐ Video Tape

☐ Other (specify)

8. Record Series Filing Sequence

☐ Alphabetical

☐ Numerical

☒ Chronological

☐ Geographical

☐ Other (specify)

most current
1st

9. Volume

☒ File Drawer(s)

☐ Microfilm Reel(s)

☐ Computer Tape(s)

☐ Other (specify)

2
Number

10. Approximate Annual Accumulation

☐ File Drawer(s)

☐ Microfilm Reel(s)

☐ Computer Tape(s)

☐ Other (specify)

Number

11. File is Used

☐ Daily

☒ Weekly

☐ Monthly

12. File Becomes Inactive After

☐ Month(s)

☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

File Room
Admin. Support

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or Office)

☐ Yes

Everyone receives memos, etc.
that

☐ No

15. Access Restrictions ☐ Yes ☒ No
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

☒ None

☐ State

☐ Federal

☐ Independent

17. Is an Index System Used?

(If yes, explain briefly and describe any hardware/software)

☐ Yes ☒ No

18. Recommended Retention

Review annually - - -

19. Name and Title of Preparer

Eva Simpson

Admin. Support

20. Telephone Number

301-694-1681

21. Date

11/27/99

10/5/00

RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form
for each new or revised record series.

Department of
Public Works
Water & Sewer Division

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Frederick, Maryland 21701

1. Position
Administrative Support

2. Division
Water & Sewer

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

5. Earliest Year/Latest Year

Complaint Forms

80s to present

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

*Complaint Forms Completed for all NON-city
owned properties / work. IE: water main
breaks
sewer back ups*

7. Record Series Format(s)

8. Record Series Filing Sequence

9. Volume

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (specify) _____

- ☒ Alphabetical *By Street*
☐ Numerical
☒ Chronological *most current 1st*
☐ Geographical
☐ Other (specify) _____

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify) _____

10
Number

10. Approximate Annual Accumulation

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify) _____

2
Number

11. File is Used

12. File Becomes Inactive After

☐ Daily ☒ Weekly ☐ Monthly

Keep for History
☐ Month(s) ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)

*Dept Head's OFFICES
(to be combined possibly)*

☐ Yes

☒ No

15. Access Restrictions ☐ Yes ☒ No
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

☒ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used?

18. Recommended Retention

(If yes, explain briefly and describe any hardware/software)
☐ Yes ☒ No

*Retain 30Y after initial complaint
is resolved.*

19. Name and Title of Preparer
Eva Simpson

20. Telephone Number
301-694-1681

21. Date
11/27/99

Admin. Support

10/5/00

RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form
for each new or revised record series.

Department of
Public Works
Water & Sewer Division

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Frederick, Maryland 21701

1. Position

Administrative Support

2. Division

Water & Sewer

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

WORK ORDERS

5. Earliest Year/Latest Year

80's to present

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

WORK ORDER REQUEST FORMS FOR WORK COMPLETED
ON ALL CITY FACILITIES.

7. Record Series Format(s)

☒ Letter Size

☐ Microfilm

☐ Legal Size

☐ Computer Tape

☐ Bound Book

☐ Floppy Disk

☐ Audio Tape

☐ Video Tape

☐ Other (specify)

8. Record Series Filing Sequence

☒ Alphabetical

☐ Numerical

☒ Chronological

☐ Geographical

☐ Other (specify)

By Facility + year
Current year 1st

9. Volume

4
Number

☒ File Drawer(s)

☐ Microfilm Reel(s)

☐ Computer Tape(s)

☐ Other (specify)

10. Approximate Annual Accumulation

☒ File Drawer(s)

☐ Microfilm Reel(s)

☐ Computer Tape(s)

☐ Other (specify)

1
Number

11. File is Used

☐ Daily

☒ Weekly

☐ Monthly

12. File Becomes Inactive After

Keep for 14.5 years

☐ Month(s)

☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

Admin. Support File Room
Dept offices - to be combined
soon

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or Office)

☐ Yes

☐ No

15. Access Restrictions ☐ Yes ☒ No
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

☒ None

☐ State

☐ Federal

☐ Independent

17. Is an Index System Used?

(If yes, explain briefly and describe any hardware/software)

☐ Yes ☒ No

18. Recommended Retention

Retain 30 yr after
work has been completed.

19. Name and Title of Preparer

Eva Simpson

Admin. Support

20. Telephone Number

301-694-1681

21. Date

11/27/99

10/5/00

RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form
for each new or revised record series.

Department of
Public Works
Water & Sewer Division

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Frederick, Maryland 21701

1. Position

Administrative Support

2. Division

Water & Sewer

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

Vehicles / Equipment

5. Earliest Year/Latest Year

_____ to _____

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

*Specifications for Vehicle / Equip.
Operation Manuals
Warranties*

7. Record Series Format(s)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (specify) _____

8. Record Series Filing Sequence

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical

☒ Other (specify)

*(maybe)
X Dept File*

9. Volume

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
Number ☐ Other (specify)

10. Approximate Annual Accumulation

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
Number ☐ Other (specify)

11. File is Used

- ☒ *As needed*
☐ Daily ☐ Weekly ☐ Monthly

12. File Becomes Inactive After

Vehicle / Equipment - Disposed of.

☐ Month(s) ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

*Admin Support, File Room
Dept Files*

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or Office)

☐ Yes

☒ No

15. Access Restrictions ☐ Yes ☒ No
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

- ☒ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used?

- (If yes, explain briefly and describe any hardware/software)
☐ Yes ☒ No

18. Recommended Retention

Lifetime of vehicle or equipment

19. Name and Title of Preparer
Eva Simpson

Admin. Support

20. Telephone Number
301-694-1681

21. Date
11/27/99

10/5/00

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page _____ Of _____

1. DEPARTMENT/AGENCY **City of Frederick** 2. DIVISION **DPW** 3. UNIT **Water & Sewer**

DEFINITION - Record Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE **Bulk Mgmt., Copies**

5. EARLIEST YEAR / LATEST YEAR
(1999 to 2002)

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

*billing, make progress notes only
meeting minutes, progress reports
status reports, requests for payment*

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

- ☐ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____

Number _____

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number _____

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- Number _____ ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☒ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

Retain until updated or superseded, then destroy.

19. NAME AND TITLE OF PREPARER

B. Roberts

20. TELEPHONE NUMBER

21. DATE

10/15/02

RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form
for each new or revised record series.

Department of
Sewer Collection & Maintenance
111 Airport Drive East

PAGE ____ OF ____

Frederick, Maryland 21701

1. Position

Superintendent

2. Division

Water & Sewer

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

Construction And As Built Drawings

5. Earliest Year/Latest Year

1990⁺ to Present

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Construction And As Built Drawings Of Developments, Individual Properties Both Private And City Owned. Drawings Of City Owned Properties / Facilities - Water & Sewer Used For Reference And Historical Purposes.

7. Record Series Format(s)

- ☐ Letter Size ☒ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☒ Other (specify)
Copies Of Blueprint/ Drawings - Multiple Sizes

8. Record Series Filing Sequence

- ☐ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☒ Other (specify)
Put on Pile

9. Volume

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☒ Other (specify)
Number _____

10. Approximate Annual Accumulation

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)
Number _____

11. File is Used

- ☐ Daily ☐ Weekly ☐ Monthly

12. File Becomes Inactive After

N/A

- ☐ Month(s) ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

DPW Building "A" Room 28

and Warehouse
responsible in purchasing

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)

Most Originals At Engineers Office - City Hall

- ☒ Yes ☐ No

15. Access Restrictions ☐ Yes ☒ No (If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

- ☒ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used?

- (If yes, explain briefly and describe any hardware/software)
☐ Yes ☐ No

18. Recommended Retention

as-built Permanent. Transfer Periodically to the Md State Archives.

19. Name and Title of Preparer

Randall L. Connatser
Sewer Supt.

20. Telephone Number

301 694 1176

21. Date

Nov. 23, 1999
10 15 100

as requested.

not updated

RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form
for each new or revised record series.

Department of

PAGE ____ OF ____

Sewer Collection & Maintenance
111 Airport Drive East

Frederick, Maryland 21701

1. Position

2. Division

Superintendent

Water & Sewer

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

Earliest Year/Latest Year

Construction And As Built
Drawings

Storm
Sewer
Drawing

1990+/- to Present

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Construction And As Built Drawings Of Developments, Individual Properties Both Private
And City Owned. Drawings Of City Owned Properties / Facilities - Water & Sewer
Used For Reference And Historical Purposes.

7. Record Series Format(s)

8. Record Series Filing Sequence

9. Volume

☐ Letter Size

☒ Microfilm

☐ Alphabetical

☐ File Drawer(s)

☐ Legal Size

☐ Computer Tape

☐ Numerical

☐ Microfilm Reel(s)

☐ Bound Book

☐ Floppy Disk

☐ Chronological

☐ Computer Tape(s)

☐ Audio Tape

☐ Video Tape

☐ Geographical

☒ Other (specify)

☒ Other (specify)

Copies Of Blueprint
Drawings - Multiple Sizes

☒ Other (specify)

Put on File

10. Approximate Annual Accumulation

☐ File Drawer(s)

☐ Microfilm Reel(s)

☐ Computer Tape(s)

☐ Other (specify)

11. File is Used

12. File Becomes Inactive After

☐ Daily

☐ Weekly

☒ Monthly

N/A

☐ Month(s)

☐ Year(s)

13. Current Location(s) (Bldg, Floor, Room)

14. Is Record Series Duplicated Elsewhere?

(If yes, specify agency or Office)

DPW Building "A"
Room 28

Most Originals At Engineers Office -

☒ Yes City Hq

☐ No

15. Access Restrictions ☐ Yes ☒ No

(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

☒ None

☐ State

☐ Federal

☐ Independent

17. Is an Index System Used?

(If yes, explain briefly and describe any hardware/software)

☐ Yes ☐ No

18. Recommended Retention

Permanent

until updated
OR Superseded

19. Name and Title of Preparer

20. Telephone Number

21. Date

Randy L. Bonnatser
Sewer Suptr.

301-694-1176

301-694-1176

Nov 23, 1999

10/5/00

Randy

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION
SCHEDULE (GGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page _____ Of _____

1. DEPARTMENT/AGENCY

THE City of Frederick

2. DIVISION

3. UNIT

Water & Sewer Division

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Drawings

5. EARLIEST YEAR / LATEST YEAR

1995 to present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

**Locations of utilities
Plans
Development**

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☒ Other (Specify) **plans**

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☒ Geographical
☐ Other (Specify) _____

9. VOLUME

- ☐ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____
12 Boxes
Number

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____
2 Boxes
Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

Number _____

- ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

**Warehouse
mezzanine purchasing**

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes: _____ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

**until updated or
Superseded**

19. NAME AND TITLE OF PREPARER

Eva Simpson

20. TELEPHONE NUMBER

21. DATE

10/5/00

INSTRUCTIONS - TYPE ON PINK A SEPARATE FORM FOR EACH NEW
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION
SCHEDULE (OGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page _____ Of _____

1. DEPARTMENT/AGENCY

THE
City of Frederick

2. DIVISION

DPW

3. UNIT

WAS Division

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Construction Prints

5. EARLIEST YEAR / LATEST YEAR

98 to 2000

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☒ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

- 10*
Boxes
☐ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____

Number

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

11. FILE IS USED

- ☐ Daily ☒ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

Number

- ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes _____ ☐ No

18. RECO Screen annually. Destroy material having not further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the MD State Archives
Retain
th

19. NAME AND TITLE OF PREPARER

Gwa Simpson

20. TELEPHONE NUMBER

21. DATE

10/5/00

RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form
for each new or revised record series.

Department of

Sewer Collection & Maintenance
111 Airport Drive East

PAGE ____ OF ____

Frederick, Maryland 21701

1. Position

Superintendent

2. Division

Water & Sewer

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

Inflow And Infiltration
Study Files

5. Earliest Year/Latest Year

1977 to Present

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Record And Reports Relating To The Sanitary Sewer, Inflow And Infiltration Study.
Written TV Inspection Reports, Manhole Inspection Reports, Flow Monitoring Equipment And
Data Reports And Records, Other Miscellaneous I/I Study Files. VCR Tapes Of Sewer Mains And
House Connections, Used For Reference And Historical Purposes.

7. Record Series Format(s)

☒ Letter Size

☐ Microfilm

☐ Legal Size

☐ Computer Tape

☐ Bound Book

☐ Floppy Disk

☐ Audio Tape

☒ Video Tape

☐ Other (specify)

8. Record Series Filing Sequence

☒ Alphabetical

☒ Numerical

☐ Chronological

☐ Geographical

☒ Other (specify)

Areas, Sub Areas

9. Volume

3

☒ File Drawer(s)

☐ Microfilm Reel(s)

Multiple
Number

☐ Computer Tape(s)

☒ Other (specify)

Binder Books
Shelves

10. Approximate Annual
Accumulation

☐ File Drawer(s)

☐ Microfilm Reel(s)

☐ Computer Tape(s)

Number ☐ Other (specify)

11. File is Used

☒ Daily

☐ Weekly

☐ Monthly

12. File Becomes Inactive After

N/A

☐ Month(s)

☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

DPW Building "A"
Room 28 And Sewer Dept. Foremans Office

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or Office)

☐ Yes

☒ No

15. Access Restrictions ☐ Yes ☒ No
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

☒ None

☐ State

☐ Federal

☐ Independent

17. Is an Index System Used?

(If yes, explain briefly and describe any hardware/software)

☒ Yes ☐ No Sub Areas And Areas

18. Recommended Retention

Retain for 54
Permanent and until all audit
requirements have been met. Then destroy.

19. Name and Title of Preparer

Randall L. Connatser
Sewer Supt.

20. Telephone Number

301 694-1176

21. Date

Nov. 23, 1999
10/5/00

INSTRUCTIONS - TYPE ON PINK A SEPARATE FORM FOR EACH NEW
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION
SCHEDULE (OCS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7775 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page _____ Of _____

1. DEPARTMENT/AGENCY

THE City of Frederick

2. DIVISION

W. & S

3. UNIT

Storm Water

DEFINITION - Record Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Storm Water Management Program

5. EARLIEST YEAR / LATEST YEAR

1990 to present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

**Public Awareness
Storm Water Inspection Reports
Volunteer Program Files
Inspection / Maintenance Agreements
Flow Monitoring Report
Storm Water Facility Ownership
Sewer Rehabilitation Work**

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

- ☐ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____

Number _____

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number _____

11. FILE IS USED

- ☐ Daily ☒ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- _____ ☐ Month(s) ☐ Year(s)
Number _____

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

**per Storm Water Phase II Reg 5.
4/02 until updated or superseded**

19. NAME AND TITLE OF PREPARER

Randy Connatser

20. TELEPHONE NUMBER

21. DATE

10/15/00

*Cite see back
don't use codes*

~~US 240-0130400~~

~~40 CFR 60.697~~

US 240-2565-20

40 CFR 122.34

~~Retain~~ Public Awareness and description of storm water mgmt. program records for 3Y, then destroy.

Retain Sewage Sludge use and disposal activities for at least 5Y (Rev. Ch. 40 CFR Part 503)

Retain monitoring information including calibration, maintenance, original stripchart recordings, copies of all reports required by permit, and records of all data used to complete the permit application for at least 3Y from the date of the sample measurement, report or application.

US 240-2570-20

40 CFR 122.44

Retain records of inspection, Compliance Certification and ~~identification~~ ^{incident} records of non-compliance for

3Y

Retain facility ownership ~~records~~ and rehabilitation records for life of facility.

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION
SCHEDULE (SGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page _____ Of _____

1. DEPARTMENT/AGENCY

THE City of Frederick

2. DIVISION

3. UNIT

General Administration

DEFINITION - Record Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Salary Study

5. EARLIEST YEAR / LATEST YEAR

88 to present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

2 Studies 1988 + 1999

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____
2
Number

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____
Number

11. FILE IS USED

- ☐ Daily ☒ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

Number

- ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

*mezzanine
Purchasing - Attch*

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

*Retain UNTIL UPDATED
or Superseded, then destroy.*

19. NAME AND TITLE OF PREPARER

Jim Schmidt

20. TELEPHONE NUMBER

301-694-1163

21. DATE

10/5/00

Instructions - Type or print a separate form for each new or revised record series.

PAGE _____ OF _____

Frederick, Maryland 21701

Water & Sewer

1990[±] to Present

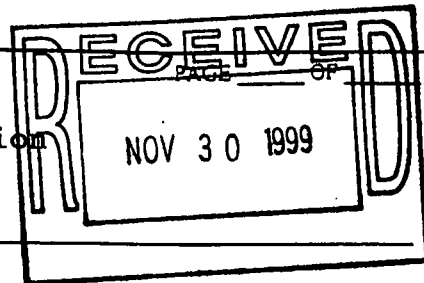
Miscellaneous Dept. Related Files, Blank Inspections And Work Forms, ~~Pump Station Files (Pumping)~~
Individual Plan Review And Development Files, ~~etc~~ Vendor/Product Information, etc.
Used For Reference And Historical Purposes.

Nov. 23, 1999
1015100

RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form
for each new or revised record series.

Department of
Public Works
Water & Sewer Division
Frederick, Maryland 21701



1. Position
Administrative Support

2. Division
Water & Sewer

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title
Road Crossing Permits

5. Earliest Year/Latest Year
1998 to 2000

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Permits from utility companies indicating location of underground utility pipes. (Stamped on Plan)
Power or Gas lines

7. Record Series Format(s)	8. Record Series Filing Sequence	9. Volume
<input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>11x14 folded to letter size</u>	<input checked="" type="checkbox"/> Alphabetical <u>By street or Subdivision</u> <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify)	<input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Bankers Box</u> 10. Approximate Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Bankers Box</u>

11. File is Used

☐ Daily ☐ Weekly ☐ Monthly

12. File Becomes Inactive After

N/A ☐ Month(s) ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office)

? Engineering Permits & Codes Dept.
☐ Yes ☐ No

15. Access Restrictions ☐ Yes ☒ No
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

☒ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)

☐ Yes ☒ No

18. Recommended Retention

Retain 14, then destroy.

19. Name and Title of Preparer
Eva Simpson
Adm. Support

20. Telephone Number
301-694-1681

21. Date
11/27/99
10/5/00

* Must call Miss Uhl so they don't even use there. "It's always been done this way" so send here

RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form
for each new or revised record series.

Department of
Public Works
Water & Sewer Division

PAGE ____ OF ____

Frederick, Maryland 21701

1. Position

Administrative Support

2. Division

Water & Sewer

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

Carroll Creek Pumping Station
Operations Manual

5. Earliest Year/Latest Year

_____ to 96

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series.
Include the purpose or function of the series.)

7. Record Series Format(s)

- ☐ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (specify)

Binder

8. Record Series Filing Sequence

- ☐ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (specify)

9. Volume

1
Number ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Approximate Annual
Accumulation

N/A
Number ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used

☒ Reference Purposes
☐ Daily ☐ Weekly ☐ Monthly

12. File Becomes Inactive After

N/A ☐ Month(s) ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

mezzanine in
warehouse
W & S Section

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or Office)

☐ Yes ☒ No

15. Access Restrictions ☐ Yes ☒ No
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

☒ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used?

(If yes, explain briefly and describe any hardware/software)
☐ Yes ☒ No

18. Recommended Retention

Retain until updated or superseded,
then destroy.

19. Name and Title of Preparer
Eva Simpson

Admin. Support

20. Telephone Number
301-694-1681

21. Date
11/27/99

10/15/00

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page _____ Of _____

1. DEPARTMENT/AGENCY

City of Frederick

2. DIVISION

DPW

3. UNIT

Water & Sewer

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Historical Records

5. EARLIEST YEAR / LATEST YEAR

1932 TO _____

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Water valve records, tie-in's

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☒ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) *Handwritten*

all paper

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

- ☐ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____

1 Box
Number

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

11. FILE IS USED

☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

Number

☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

☐ Yes ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

☐ Yes, _____ ☐ No

16. AUDIT REQUIREMENTS

☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☐ Yes ☐ No

18. RECOMMENDED RETENTION

Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the MD State Archives

19. NAME AND TITLE OF PREPARER

B. Roberts

20. TELEPHONE NUMBER

21. DATE

10/5/00

RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form
for each new or revised record series.

Department of
Public Works
Water & Sewer Division

PAGE ____ OF ____

Frederick, Maryland 21701

1. Position

Administrative Support

2. Division

Water & Sewer

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

Carroll Creek Linear Control

5. Earliest Year/Latest Year

89 to 90

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Flood Control Downtown Fred.

7. Record Series Format(s)

☒ Letter Size

☐ Microfilm

☐ Legal Size

☐ Computer Tape

☐ Bound Book

☐ Floppy Disk

☐ Audio Tape

☐ Video Tape

☐ Other (specify)

8. Record Series Filing Sequence

☐ Alphabetical

☐ Numerical

☒ Chronological

☐ Geographical

☐ Other (specify)

9. Volume

☐ File Drawer(s)

☐ Microfilm Reel(s)

☐ Computer Tape(s)

☒ Other (specify)

2
Number

Banters Boxes

10. Approximate Annual Accumulation

☐ File Drawer(s)

☐ Microfilm Reel(s)

☐ Computer Tape(s)

☒ Other (specify)

N/A
Number

11. File is Used

☒ Reference purposes only

☐ Daily

☐ Weekly

☐ Monthly

12. File Becomes Inactive After

☐ Month(s)

☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

mezzanine in
warehouse
W & S section

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or Office)

☐ Yes ?

☐ No

15. Access Restrictions ☐ Yes ☒ No
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

Screen annually. Destroy material having not further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the MD State Archives

dependent

17. Is an Index System Used?

(If yes, explain briefly and describe any hardware/software)

☐ Yes ☒ No

19. Name and Title of Preparer

Eva Simpson

Admin. Support

20. Telephone Number

301-694-1681

21. Date

11/27/99

12/5/00

RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form
for each new or revised record series.

Department of
Public Works
Water & Sewer Division

PAGE ____ OF ____

Frederick, Maryland 21701

1. Position
Administrative Support

2. Division
Water & Sewer

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

5. Earliest Year/Latest Year

Dept. Reports

97 to ~~99~~ 2000

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

*Includes monthly, yearly Reports from ...
Water Treatment and Wastewater Treatment*

7. Record Series Format(s)

8. Record Series Filing Sequence

9. Volume

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☒ Other (specify)

- ☐ Alphabetical
☐ Numerical
☒ Chronological
☐ Geographical
☐ Other (specify)

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

*11 x 14 folded
to letter*

*most current dual
1st (by years)*

10. Approximate Annual Accumulation

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used

☐ Daily

☒ Weekly

☐ Monthly

12. File Becomes Inactive After

☐ Month(s)

☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

*In Dept Files
Administrative Support
office*

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or Office)

*WWTP-
Yes (at plant)*

*(water treat)
No*

15. Access Restrictions ☐ Yes ☒ No
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements?

- ☒ None ☒ State ☐ Federal ☐ Independent

17. Is an Index System Used?

(If yes, explain briefly and describe any hardware/software)
☐ Yes ☒ No

18. Recommended Retention

*Retain ~~50~~ for 34 and until
all audit records have been met, then destroy.*

19. Name and Title of Preparer
Eva Simpson

20. Telephone Number
301-694-1681

21. Date
11/27/99

Admin. Support

10/5/00

RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form
for each new or revised record series.

Department of
Public Works
Water & Sewer Division

PAGE ____ OF ____

Frederick, Maryland 21701

1. Position

Administrative Support

2. Division

Water & Sewer

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

Miss Utility Requests

5. Earliest Year/Latest Year

98 to ~~99~~ *2000*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Dept Requests for miss utility locators to mark utilities for Dept. work.

7. Record Series Format(s)

- ☐ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (specify)

Notebook binder

8. Record Series Filing Sequence

- ☐ Alphabetical
☐ Numerical
☒ Chronological
☐ Geographical
☐ Other (specify)

most current last

9. Volume

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☒ Other (specify)

1
Number

Binder

10. Approximate Annual Accumulation

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☒ Other (specify)

1/2
Number

Binder

11. File is Used

- ☐ Daily ☒ Weekly ☐ Monthly

12. File Becomes Inactive After

- ☐ Month(s) ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

*Admin. Support
Office*

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or Office)

☐ Yes

☒ No

15. Access Restrictions ☐ Yes ☒ No
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

- ☒ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used?

- (If yes, explain briefly and describe any hardware/software)
☐ Yes ☒ No

18. Recommended Retention

Retain 1Y, then destroy.

19. Name and Title of Preparer
Eva Simpson

Admin. Support

20. Telephone Number
301-694-1681

21. Date
11/27/99

10/5/00

RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form
for each new or revised record series.

Department of
Public Works
Water & Sewer Division

PAGE ____ OF ____

Frederick, Maryland 21701

1. Position
Administrative Support

2. Division
Water & Sewer

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

5. Earliest Year/Latest Year

Permits & Agreements

_____ to _____

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

*IE: w/ State Highway
w/ Tele/Communications (use of towers, etc.)
Discharge Permits - WWT
City / County*

7. Record Series Format(s)

8. Record Series Filing Sequence

9. Volume

☒ Letter Size

☐ Microfilm

☒ Alphabetical

☒ File Drawer(s)

☐ Legal Size

☐ Computer Tape

☐ Numerical

1
Number

☐ Microfilm Reel(s)

☐ Bound Book

☐ Floppy Disk

☐ Chronological

☐ Computer Tape(s)

☐ Audio Tape

☐ Video Tape

☐ Geographical

10. Approximate Annual Accumulation

☐ Other (specify)

☐ Other (specify)

☒ File Drawer(s)

1/2
Number

☐ Microfilm Reel(s)

☐ Computer Tape(s)

☐ Other (specify)

11. File is Used

☒ *Reference purposes*

12. File Becomes Inactive After

☐ Daily

☐ Weekly

☐ Monthly

☐ Month(s)

☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

*Admin. Support
File Room*

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or Office)

☐ Yes ?

☐ No

15. Access Restrictions ☐ Yes ☒ No
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

☒ None

☐ State

☐ Federal

☐ Independent

17. Is an Index System Used?

(If yes, explain briefly and describe any hardware/software)

☐ Yes ☒ No

18. Recommended Retention

*Short term periods, until updated or superseded
Long term " " , retain for 44 after term.*

19. Name and Title of Preparer
Eva Simpson

20. Telephone Number
301-694-1681

21. Date
11/27/99

Admin. Support

10/5/00

RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form
for each new or revised record series.

Department of
Public Works
Water & Sewer Division

PAGE ____ OF ____

Frederick, Maryland 21701

1. Position

Administrative Support

2. Division

Water & Sewer

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

Wastewater Treatment Plant Projects

5. Earliest Year/Latest Year

_____ to _____

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

7. Record Series Format(s)

☒ Letter Size

☐ Microfilm

☐ Legal Size

☐ Computer Tape

☐ Bound Book

☐ Floppy Disk

☐ Audio Tape

☐ Video Tape

☐ Other (specify)

8. Record Series Filing Sequence

☒ Alphabetical

☐ Numerical

☒ Chronological

☐ Geographical

☐ Other (specify)

9. Volume

☐ File Drawer(s)

☐ Microfilm Reel(s)

☐ Computer Tape(s)

☐ Other (specify)

3
Number

Bankers Boxes

10. Approximate Annual Accumulation

☐ File Drawer(s)

☐ Microfilm Reel(s)

☐ Computer Tape(s)

☐ Other (specify)

N/A
Number

11. File is Used

☐ Daily

☐ Weekly

☐ Monthly

☒ *Reference purposes only*

12. File Becomes Inactive After

☐ Month(s)

☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

*mezzanine in
warehouse
W + S Section*

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or Office)

☐ Yes

☐ No

15. Access Restrictions ☐ Yes ☒ No
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

Screen annually. Destroy material having not further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the MD State Archives

17. Is an Index System Used?

(If yes, explain briefly and describe any hardware/software)

☐ Yes ☒ No

18.

B

19. Name and Title of Preparer
Eva Simpson

Admin. Support

20. Telephone Number
301-694-1681

11/27/99

10/5/00

RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form for each new or revised record series.		Department of <u>Sewer Collection & Maintenance</u> <u>11 Airport Drive East</u> Frederick, Maryland 21701		PAGE ____ OF ____	
1. Position <u>Superintendent</u>		2. Division <u>Water & Sewer</u>			
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title <u>NO Sewer Syst. History</u>		5. Earliest Year/Latest Year <u>1985⁺ to Present</u>			
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <u>Completed Complaint Forms And Work Orders Received By The Sewer Dept.</u> <u>Records Of Past Problems And Work Performed, On Both Private And City Owned Properties And Facilities. Used For Reference And Historical Purposes.</u> <u>Sewer permits.</u> <u>Connection permits</u>					
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Copies Of Blueprints/ Drawings</u>		8. Record Series Filing Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>Street Names</u>		9. Volume <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Number _____ 10. Approximate Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Number _____	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File Becomes Inactive After <u>N/A</u> <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room) <u>DPW Building "A"</u> <u>Room 28</u>		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office) <u>Copies Of Work Orders</u> <input checked="" type="checkbox"/> Yes <u>was Dir. Secretary Office</u> <input type="checkbox"/> No			
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulations(s))		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent Screen annually. Destroy material having not further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the MD State Archives			
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. <input checked="" type="checkbox"/> <u>Some</u> - Sewer lines are already over 4000 years old.			
19. Name and Title of Preparer <u>Randall L. Connatser</u> <u>Sewer Supt.</u>		20. Telephone Num <u>301 694 1176</u> <u>Nov. 23, 1997 1997</u> <u>10/15/00</u>			

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (OGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page _____ Of _____

1. DEPARTMENT/AGENCY

THE City of Frederick

2. DIVISION

W. & S. D.V.

3. UNIT

Sewer;
I & I; Storm Water

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Pump Station Files

5. EARLIEST YEAR / LATEST YEAR

1990³ TO present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

7. RECORD SERIES FORMAT(S)

☒ Letter Size

☐ Microfilm

☒ Legal Size

☐ Computer Tape

☐ Bound Book

☐ Floppy Disk

☐ Audio Tape

☐ Video Tape

☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

☐ Alphabetical

☐ Numerical

☐ Chronological

☐ Geographical

☐ Other (Specify) _____

9. VOLUME

☒ File Drawer(s)

☐ Microfilm Reel (s)

☐ Computer Tape (s)

☐ Other (Specify) _____

Number _____

10. ANNUAL ACCUMULATION

☐ File Drawer (s)

☐ Microfilm Reel (s)

☐ Computer Tape(s)

☐ Other (Specify) _____

Number _____

11. FILE IS USED

☐ Daily

☒ Weekly

☐ Monthly

12. FILE BECOMES INACTIVE AFTER

☐ Month(s)

☐ Year(s)

Number _____

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

office

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

☐ Yes _____

☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

☐ Yes, _____

☐ No

16. AUDIT REQUIREMENTS

☐ None

☐ State

☐ Federal

☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☐ Yes _____

☐ No

18. RECOMMENDED RETENTION

Retain for 31 permanent / 115 storage
and until all audit requirements have been met, then destroy.

19. NAME AND TITLE OF PREPARER

Randy Connatser

20. TELEPHONE NUMBER

21. DATE

10/5/00

RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form
for each new or revised record series.

Department of
Sewer Collection & Maintenance
111 Airport Drive East

PAGE ____ OF ____

Frederick, Maryland 21701

1. Position

Superintendent

2. Division

Water & Sewer

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

Sewer Permits - Copies

5. Earliest Year/Latest Year

to

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Copies of Sanitary Sewer And/or Water And Sanitary Sewer Connection Permits.
Used For Reference And Historical Purposes.

7. Record Series Format(s)

☒ Letter Size

☐ Microfilm

☐ Legal Size

☐ Computer Tape

☐ Bound Book

☐ Floppy Disk

☐ Audio Tape

☐ Video Tape

☐ Other (specify)

8. Record Series Filing Sequence

☒ Alphabetical

☐ Numerical

☐ Chronological

☐ Geographical

☒ Other (specify)

Street Names

9. Volume

☒ File Drawer(s)

☐ Microfilm Reel(s)

☐ Computer Tape(s)

☐ Other (specify)

3

Number

10. Approximate Annual Accumulation

☐ File Drawer(s)

☐ Microfilm Reel(s)

☐ Computer Tape(s)

☐ Other (specify)

Number

11. File is Used

☐ Daily

☐ Weekly

☐ Monthly

12. File Becomes Inactive After

N/A

☐ Month(s)

☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

DPW Building "A"
Room 28

14. Is Record Series Duplicated Elsewhere?

(If yes, specify agency or Office)

Permits And Codes Management

☒ Yes

office

☐ No

15. Access Restrictions ☐ Yes ☒ No

(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

☐ None

☐ State

☐ Federal

☐ Independent

17. Is an Index System Used?

(If yes, explain briefly and describe any hardware/software)

☐ Yes ☒ No

18. Recommended Retention

Retention: Originals Permanently. Transfer periodically to the Md State Archives.

19. Name and Title of Preparer

Randall L. Connatser
Sewer Supt.

20. Telephone Number

301 694 1176

21. Date

Nov. 23 1999

10/5/00

RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form
for each new or revised record series.

Department of

PAGE ____ OF ____

Public Works
Water & Sewer Division

Frederick, Maryland 21701

1. Position

2. Division

Administrative Support

Water & Sewer

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

5. Earliest Year/Latest Year

Dept. & Division Projects

Current
to
Ongoing

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

7. Record Series Format(s)

8. Record Series Filing Sequence

9. Volume

☒ Letter Size

☐ Microfilm

☒ Alphabetical

☒ File Drawer(s)

☐ Legal Size

☐ Computer Tape

☐ Numerical

2
Number

☐ Microfilm Reel(s)

☐ Bound Book

☐ Floppy Disk

☒ Chronological

☐ Computer Tape(s)

☐ Audio Tape

☐ Video Tape

☐ Geographical

10. Approximate Annual Accumulation

☐ Other (specify)

☐ Other (specify)

☐ File Drawer(s)

☐ Microfilm Reel(s)

By Depts.

Number

☐ Computer Tape(s)

☐ Other (specify)

11. File is Used

12. File Becomes Inactive After

☐ Daily

☒ Weekly

☐ Monthly

AFTER PROJECT COMPLETE -
Kept for Record Purposes

☐ Month(s)

☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

14. Is Record Series Duplicated Elsewhere?

Admin. Office & File Room
By Depts

(If yes, specify agency or Office)

☐ Yes

☒ No

15. Access Restrictions ☐ Yes ☒ No
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

17. Is an Index System Used?

(If yes, explain briefly and describe any hardware/software)

☐ Yes ☒ No

18. Re

Be

Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the MD State Archives

19. Name and Title of Preparer
Eva Simpson
Admin. Support

20. Telephone Number
301-694-1681

21. Date
11/27/99
10/5/00

RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form
for each new or revised record series.

Department of
Sewer Collection & Maintenance
111 Airport Drive East

PAGE ____ OF ____

Frederick, Maryland 21701

1. Position

Superintendent

2. Division

Water & Sewer

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

Reference File

5. Earliest Year/Latest Year

1990⁺ to Present

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series.
Include the purpose or function of the series.)

1. ~~Dept. Related Files~~
Individual Plan Review And Development Files, ~~Vendor/Product Information, etc.~~
Used For Reference And Historical Purposes.

7. Record Series Format(s)

☒ Letter Size

☐ Microfilm

☒ Legal Size

☐ Computer Tape

☐ Bound Book

☐ Floppy Disk

☐ Audio Tape

☐ Video Tape

☒ Other (specify)

Copies of Blueprint/
Drawings

8. Record Series Filing Sequence

☐ Alphabetical

☐ Numerical

☐ Chronological

☐ Geographical

☐ Other (specify)

9. Volume

☒ File Drawer(s)

☐ Microfilm Reel(s)

☐ Computer Tape(s)

☐ Other (specify)

3
Number

10. Approximate Annual
Accumulation

☐ File Drawer(s)

☐ Microfilm Reel(s)

☐ Computer Tape(s)

☐ Other (specify)

Number

11. File is Used

☐ Daily

☒ Weekly

☐ Monthly

12. File Becomes Inactive After

N/A

☐ Month(s)

☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

DPW Building "A"
Room 28

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or Office)

Pump Station File - WWTP

☒ Yes

☐ No

15. Access Restrictions ☐ Yes ☒ No
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

☒ None

☐ State

☐ Federal

☐ Independent

17. Is an Index System Used?

(If yes, explain briefly and describe any hardware/software)

☐ Yes ☐ No

18. Recommended Retention

Permanent
Updated or Superseded,
then
destroyed.

19. Name and Title of Preparer

Randall L. Connatser
Sewer Dept.

20. Telephone Number

301694 1176

21. Date

Nov. 23, 1999

10/5/00

RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form
for each new or revised record series.

Department of

PAGE ____ OF ____

Sewer Collection + Maintenance
111 Airport Drive East

Frederick, Maryland 21701

1. Position

Superintendent

2. Division

Water + Sewer

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

Equipment And Materials

5. Earliest Year/Latest Year

1990⁺ to Present

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Equipment And Materials Used By The Sewer Dept.
Records Of Maintenance And Technical Specifications Of Equipment And Materials.
Used For Reference And Historical Purposes.

7. Record Series Format(s)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (specify) _____

8. Record Series Filing Sequence

- ☒ Alphabetical
☒ Numerical
☐ Chronological
☐ Geographical
☐ Other (specify) _____

9. Volume

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
3 ☐ Computer Tape(s)
Number ☐ Other (specify) _____

10. Approximate Annual Accumulation

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
Number ☐ Other (specify) _____

11. File is Used

- ☐ Daily ☒ Weekly ☐ Monthly

12. File Becomes Inactive After

- N/A ☐ Month(s) ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

DPW Building "A"
Room 28

14. Is Record Series Duplicated Elsewhere?

- (If yes, specify agency or Office)
Partial Equip. Related Records In
Vehicle Maintenance Shop
☒ Yes ☐ No

15. Access Restrictions ☐ Yes ☒ No
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

- ☒ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used?

- (If yes, explain briefly and describe any hardware/software)
☐ Yes ☒ No

18. Recommended Retention

Permanent Life of equipment/materials,
plus 44, then destroy.

19. Name and Title of Preparer

Randall L. Conatser
Sewer Supt.

20. Telephone Number

301 694 1176

21. Date

Nov. 23, 1999

10/5/00

RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form
for each new or revised record series.

Department of

PAGE ____ OF ____

Sewer Collection & Maintenance
111 Airport Drive East

Frederick, Maryland 21701

1. Position

2. Division

Superintendent

Water & Sewer

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

5. Earliest Year/Latest Year

Equipment And Materials ;

1990⁺ to Present

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Equipment And Materials Used By The Sewer Dept.
Records Of Maintenance And Technical Specifications Of Equipment And Materials.
Used For Reference And Historical Purposes.

7. Record Series Format(s)

8. Record Series Filing Sequence

9. Volume

☒ Letter Size

☐ Microfilm

☒ Alphabetical

☒ File Drawer(s)

☐ Legal Size

☐ Computer Tape

☒ Numerical

☐ Microfilm Reel(s)

☐ Bound Book

☐ Floppy Disk

☐ Chronological

3
Number ☐ Computer Tape(s)

☐ Audio Tape

☐ Video Tape

☐ Geographical

☐ Other (specify)

☐ Other (specify)

☐ Other (specify)

10. Approximate Annual Accumulation

☐ File Drawer(s)

☐ Microfilm Reel(s)

☐ Computer Tape(s)

Number ☐ Other (specify)

11. File is Used

12. File Becomes Inactive After

☐ Daily

☒ Weekly

☐ Monthly

N/A

☐ Month(s)

☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

14. Is Record Series Duplicated Elsewhere?

DPW Building "A"
Room 28

(If yes, specify agency or Office)

Partial Equip. Related Records In
Vehicle Maintenance Shop

☒ Yes

☐ No

15. Access Restrictions ☐ Yes ☒ No
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

☒ None

☐ State

☐ Federal

☐ Independent

17. Is an Index System Used?

18. Recommended Retention

(If yes, explain briefly and describe any hardware/software)

☐ Yes ☒ No

<

UNTIL REPLACED OR DISCARDED
AND/OR - 8

LAWS GOVERNED

19. Name and Title of Preparer

20. Telephone Number

21. Date

Randall L. Gnatzer
Sewer Supt.

301 694 1176

Nov. 23, 1999

10/5/00

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION
SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS ID: DRY

Page _____ Of _____

1. DEPARTMENT/AGENCY

City of Frederick

2. DIVISION

OPW

3. UNIT

Water Works / Police

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

State / Federal Correspondence

5. EARLIEST YEAR / LATEST YEAR

1980's TO 2000

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Permits, Violations, Inspections, Audits

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

- 2* ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

*Office
Bldg. #3*

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes *OPW - Water - One* ☒ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes, _____ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☒ State ☒ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

*Retain 5Y and until all
104 audit requirements have
been met then destroy.*

19. NAME AND TITLE OF PREPARER

BH Roberts

20. TELEPHONE NUMBER

21. DATE

10/10/00

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION
SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page _____ Of _____

1. DEPARTMENT/AGENCY

City of Frederick

2. DIVISION

DPW

3. UNIT

Waste Water Dept.

DEFINITION - Record Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Golf Course Files

5. EARLIEST YEAR / LATEST YEAR

1991 to 2000

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Permits, Testing results, migration info.

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

1/3

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number _____

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number _____

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

Number _____

- ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

office

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☒ Yes *Lab?* ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes, _____ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☒ State ☒ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

*Retain 5y + until all audit requirements
have been met. Then destroy.*

19. NAME AND TITLE OF PREPARER

BT Roberts

20. TELEPHONE NUMBER

21. DATE

10/10/00

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION
SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS IN _____

Page _____ Of _____

1. DEPARTMENT/AGENCY

City of Frederick

2. DIVISION

DPW

3. UNIT

Water Water Treat

DEFINITION - Record Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Frederick County

5. EARLIEST YEAR / LATEST YEAR

1995 TO *2000*

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

W & A Shared projects

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

- 5* ☒ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____

Number _____

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number _____

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Office
Bag #3

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes *Post Co.; Post Finance* ☒ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes, _____ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☒ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION *Re*

Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the MD State Archives

19. NAME AND TITLE OF PREPARER

BT Roberts

20. TELEPHONE NUMBER

21. DATE

10/10/00

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION
SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page _____ Of _____

1. DEPARTMENT/AGENCY

City of Frederick

2. DIVISION

3. UNIT

Waste Water Treat.

DEFINITION - Record Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Projects

5. EARLIEST YEAR / LATEST YEAR

1980's TO 2000

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

*Biological Nutrient Removal, Inmap, Pump Station,
EQ Basin, Lightning Strikes*

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

4

- ☒ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____

Number

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

*Office
Bldg. #3*

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes _____ ☒ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes, _____ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☒ State *BNP* ☒ Federal *Plant beginning only* ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

Per

Screen annually. Destroy material having not further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the MD State Archives

19. NAME AND TITLE OF PREPARER

BJ Roberts

20. TELEPHONE NUMBER

21. DATE

10/10/00

RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form
for each new or revised record series.

Department of
PUBLIC WORKS
WASTEWATER TREATMENT PLANT

PAGE ____ OF ____

Frederick, Maryland 21701

1. Position <u>SUPT.</u>	2. Division <u>WATER + SEWER</u>
-----------------------------	-------------------------------------

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title <u>DAILY OPERATING REPORTS + RECORDS</u>	5. Earliest Year/Latest Year <u>1988</u> to <u>2000</u> 1999
--	---

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

RECORDS of COMPLIANCE AND PLANT PERFORMANCE

<p>7. Record Series Format(s)</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Filing Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><u>6</u> <input checked="" type="checkbox"/> File Drawer(s)</p> <p><u>24</u> <input type="checkbox"/> Microfilm Reel(s)</p> <p>Number <input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>
--	--	---

10. Approximate Annual Accumulation

☒ File Drawer(s)

☐ Microfilm Reel(s)

☐ Computer Tape(s)

☐ Other (specify) _____

11. File is Used	12. File Becomes Inactive After
<input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	<u>N/A</u> <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)

13. Current Location(s) (Bldg., Floor, Room) <u>EQUIP BUILDING - 1st FLOOR</u> <u>Bldg. #3</u>	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office)
	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulations(s))	16. Audit Requirements
	<input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)	18. Recommended Retention
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<u>3 YEARS BY LAW</u> <u>RETAIN 5 YEARS</u>

19. Name and Title of Preparer <u>ALLEN ANGELUS - SUPT WNTF</u>	20. Telephone Number <u>301-694-1036</u>	21. Date <u>11-17-99</u> <u>10/10/00</u>
--	---	--

requirements have been met, then destroy.

RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form
for each new or revised record series.

Department of

PUBLIC WORKS
WWTP

PAGE ____ OF ____

Frederick, Maryland 21701

1. Position

SUPT

2. Division

WATER + SEWER

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

SLUDGE RECORDS

5. Earliest Year/Latest Year

1994 to 1997

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

DISPOSAL AMOUNTS + COMPLIANCE RECORDS

7. Record Series Format(s)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (specify) _____

8. Record Series Filing Sequence

- ☐ Alphabetical
☐ Numerical
☒ Chronological
☐ Geographical
☐ Other (specify) _____

9. Volume

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify) _____

4
Number

10. Approximate Annual Accumulation

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify) _____

1
Number

11. File is Used

- ☒ Daily ☐ Weekly ☐ Monthly

12. File Becomes Inactive After

N/A ☐ Month(s) ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

ADMIN BUILDING - OFFICE
SOLID BUILDING - OFFICE #4

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or Office)

☒ Yes MOE
EPA ☐ No

15. Access Restrictions ☐ Yes ☒ No
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

- ☐ None ☒ State ☒ Federal ☐ Independent

17. Is an Index System Used?

(If yes, explain briefly and describe any hardware/software)
☐ Yes ☒ No

18. Recommended Retention

3 YEARS BY LAW *audit requirements have been met, then destroy*
Belain 5 YEARS + RECOMMENDED

19. Name and Title of Preparer

SUPT- ALLEN ANGELUS

20. Telephone Number

301-694-1036

21. Date

11-17-99
10/10/00

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION
SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page _____ Of _____

1. DEPARTMENT/AGENCY

City of Frederick

2. DIVISION

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Plant Contract

5. EARLIEST YEAR / LATEST YEAR

1980's to 2000

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☐ Numerical
☒ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____

Number _____

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number _____

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

_____ ☐ Month(s) ☐ Year(s)
Number _____

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Office Bldg. #3

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☒ Yes *Engineering (part)* ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes, _____ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☒ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

*Life of Plant then transfer to
Md State Archives.*

19. NAME AND TITLE OF PREPARED

B. Roberts

20. TELEPHONE NUMBER

21. DATE

10/10/00

RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form
for each new or revised record series.

Department of
PUBLIC WORKS
WWTP

PAGE ____ OF ____

Frederick, Maryland 21701

1. Position <u>SUPT.</u>	2. Division <u>WATER + SEWER</u>
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DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title <u>WEEKLY P.M. RECORDS</u>	5. Earliest Year/Latest Year <u>1988</u> to <u>1999</u>
--	--

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

PREVENTIVE MAINTENANCE RECORDS DESCRIBING
WHAT MAINTENANCE HAS BEEN COMPLETED AND BY
WHOM.

7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Filing Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ <u>4</u> Number <u>3</u> Units 10. Approximate Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ Number _____
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11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File Becomes Inactive After <u>N/A</u> <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)
--	--

13. Current Location(s) (Bldg., Floor, Room) <u>EQUIP. BUILDING - OFFICE #3</u>	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
--	---

15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulations(s))	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent
---	---

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention <u>Retain 5 YEARS, then destroy.</u>
---	---

19. Name and Title of Preparer <u>SUPT- ALLEN ANGELUS</u>	20. Telephone Number <u>301-694-1036</u>	21. Date <u>11-17-99</u> <u>10/10/00</u>
--	---	--

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page _____ Of _____

1. DEPARTMENT/AGENCY
City of Frederick

2. DIVISION

3. UNIT
Waste Water Treatment

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Safety

5. EARLIEST YEAR / LATEST YEAR

1980's to 2000

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Risk Mgmt., Confined Space Program, Training, Personal Protective Equipment, Hazcom, Controlled Hazardous Energy

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

4

- ☒ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____

Number

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

*Office
Bldg. #3*

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

☒ Yes *Same - HR -
DPW -*

☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes, _____ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☒ State ☒ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the MD State Archives

19. NAME AND TITLE OF PREPARER

Bob Roberts

20. TELEPHONE NUMBER

21. DATE

10/10/00

RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form
for each new or revised record series.

Department of
Public Works - W.W.T.P.
Industrial Pretreatment Program

PAGE ____ OF ____

Frederick, Maryland 21701

1. Position
Industrial Pretreatment
Program Coordinator

2. Division
Water & Sewer

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

Bi-Annual Industrial
Compliance Reports

5. Earliest Year/Latest Year

7/1/94 to Present

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Report due by each Significant Industrial user which will have required sampling data, flow reports and proper documentation.
Compliance Report - sent w/ Quarterly report

7. Record Series Format(s)

☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (specify) _____

8. Record Series Filing Sequence

☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (specify) _____

9. Volume

☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify) _____
1
Number

10. Approximate Annual Accumulation

☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify) _____
1/10
Number

11. File is Used

☐ Daily ☐ Weekly ☒ Monthly

12. File Becomes Inactive After

5 ☐ Month(s) ☒ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

Administration Bldg at the
Wastewater Treatment Plant

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or Office)

☐ Yes ☒ No

15. Access Restrictions ☐ Yes ☒ No
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

☐ None ☒ State ☐ Federal ☐ Independent

17. Is an Index System Used?

(If yes, explain briefly and describe any hardware/software)
☐ Yes ☒ No

18. Recommended Retention

Retain 5 years and until all audits
requirements have been met, then destroy

19. Name and Title of Preparer

Tim Keppers
Industrial Pretreatment
Program Coordinator

20. Telephone Number

301-696-2979

21. Date

11/19/99
10/10/00

RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form
for each new or revised record series.

Department of
Public Works - W.W.T.P
Industrial Pretreatment Program

PAGE ____ OF ____

Frederick, Maryland 21701

1. Position
Industrial Pretreatment
Program Coordinator

2. Division
Water & Sewer

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title
Quarterly Industrial
Compliance Records

5. Earliest Year/Latest Year
7/1/94 to Present

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

- ① Industrial Sampling Results - To insure compliance w/ Federal, State & Local
② Quarterly State Report Pretreatment Standards
③ Inspection Report - Numbers 3+4 are kept w/ Quarterly Report if they
④ Bi-annual Industrial Report were reported in that quarter.
⑤ Plant Effluent Sampling Results - Numbers 5+6 are the same as numbers 3+4
⑥ Bi-annual Program Compliance Report Above.

7. Record Series Format(s)

8. Record Series Filing Sequence

9. Volume

☒ Letter Size

☐ Microfilm

☒ Alphabetical

☒ File Drawer(s)

☐ Legal Size

☐ Computer Tape

☐ Numerical

☐ Microfilm Reel(s)

☐ Bound Book

☐ Floppy Disk

☐ Chronological

3
Number

☐ Computer Tape(s)

☐ Audio Tape

☐ Video Tape

☐ Geographical

10. Approximate Annual
Accumulation

☐ Other (specify)

☐ Other (specify)

☒ File Drawer(s)

☐ Microfilm Reel(s)

14
Number

☐ Computer Tape(s)

☐ Other (specify)

11. File is Used

12. File Becomes Inactive After

☐ Daily

☐ Weekly

☒ Monthly

5

☐ Month(s)

☒ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or Office)

Administration Building at
the Wastewater Treatment
Plant

☐ Yes

☒ No

15. Access Restrictions ☐ Yes ☒ No
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

☐ None

☒ State

☐ Federal

☐ Independent

17. Is an Index System Used?

(If yes, explain briefly and describe any hardware/software)

☐ Yes ☒ No

18. Recommended Retention

Retain 5 years and until all audit
requirements have been met, then destroy.

19. Name and Title of Preparer

20. Telephone Number

21. Date

Tim Keepers
Industrial Pretreatment Program
Coordinator

301-696-2979

11/19/99
10/10/00

RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form
for each new or revised record series.

Department of

Public Works W.W.T.P.
Industrial Pretreatment Program

PAGE ____ OF ____

Frederick, Maryland 21701

1. Position

Industrial Pretreatment
Program Coordinator

2. Division

Water & Sewer

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

Annual Report of Records

5. Earliest Year/Latest Year

7/1/94 to Present

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

① Newspaper - Any user in significant non compliance is published yearly
② P.P.S. - Pretreatment Performance Survey - is done once a year to report on the program.

7. Record Series Format(s)

☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (specify) _____

8. Record Series Filing Sequence

☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (specify) _____

9. Volume

☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify) _____
12
Number

10. Approximate Annual Accumulation

☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify) _____
110
Number

11. File is Used

☐ Daily ☐ Weekly ☒ Monthly

12. File Becomes Inactive After

5 ☐ Month(s) ☒ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

Administration Bldg
At W.W.T.P.

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or Office)

☐ Yes ☒ No

15. Access Restrictions ☐ Yes ☒ No
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

☐ None ☒ State ☐ Federal ☐ Independent

17. Is an Index System Used?

(If yes, explain briefly and describe any hardware/software)

☐ Yes ☒ No

18. Recommended Retention

Retain 5 years and until all audit
3 years requirements have
been met, then destroy.

19. Name and Title of Preparer

Tim Kerpens
Industrial Pretreatment
Program Coordinator

20. Telephone Number

301-696-2979

21. Date

11/19/99
10/10/10

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page _____ Of _____

1. DEPARTMENT/AGENCY

City of Frederick

2. DIVISION

3. UNIT

Water Treatment

DEFINITION - Record Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Projects

5. EARLIEST YEAR / LATEST YEAR

1965 to 2000

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Wildlife Mgmt., Letter Media, Electrical, Discharge, Copper Sulfate, Reading to Read, Data Acquisition

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

2

- ☒ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____

4 boxes
Number

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes *Sometimes* ☒ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

- ☒ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

*Minor Projects - Retain 20 Y after close.
Major Projects - Retain permanently. Send Periodically
to the Nat State Archives.*

19. NAME AND TITLE OF PREPARER

B. Roberts

20. TELEPHONE NUMBER

21. DATE

10/10/00

INSTRUCTIONS - TYPE ON PINK A SEPARATE FORM FOR EACH NEW
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION
SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page _____ Of _____

1. DEPARTMENT/AGENCY

City of Frederick

2. DIVISION

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Events

5. EARLIEST YEAR / LATEST YEAR

1930's to 2000

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Drugs, Trade

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

12

- ☒ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____

Number

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes ☒ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes, _____ ☐ No

16. AUDIT REQUIREMENTS

- ☒ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes ☐ No

18. RECOMMENDED RETENTION

Screen annually. Destroy material having not further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the MD State Archives

19. NAME AND TITLE OF PREPARER

Bt Roberts

20. TELEPHONE NUMBER

21. DATE

10/10/00

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION
SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page _____ Of _____

1. DEPARTMENT/AGENCY

City of Frederick

2. DIVISION

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Meeting Minutes

5. EARLIEST YEAR / LATEST YEAR

1980's to 2000

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

1/4

- ☒ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____

Number

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☒ Yes *Safety* ☒ No *Dept.*

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes, _____ ☐ No

16. AUDIT REQUIREMENTS

- ☒ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

Retain 3 Y, then destroy.

19. NAME AND TITLE OF PREPARED

BT Roberts

20. TELEPHONE NUMBER

21. DATE

10/10/00

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION
SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page _____

1. DEPARTMENT/AGENCY

City of Frederick

2. DIVISION

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Inflow & Infiltration Records

5. EARLIEST YEAR / LATEST YEAR

1995 TO 2000

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____

Number _____

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number _____

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- _____ ☐ Month(s) ☐ Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☒ Yes *Water & Waste Water* ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes, _____ ☐ No

16. AUDIT REQUIREMENTS

- ☒ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

Send appropriate copies including to DPW Water & Sewer Admin. Support, retain 14 on-site, then destroy.

19. NAME AND TITLE OF PREPARER

Bet Roberts

20. TELEPHONE NUMBER

21. DATE

10/10/00

RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form
for each new or revised record series.

Department of
Water Treatment
6436 Plant RD.

PAGE ____ OF ____

Frederick, Maryland 21701

1. Position

Supt. of Water Treatment

2. Division

Water - Sewer

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

Standard Operational Procedures

5. Earliest Year/Latest Year

represent

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

SOP for Operations, Safety, Lab, etc. procedures and policies for same.

7. Record Series Format(s)

- ☐ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☒ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (specify) _____

8. Record Series Filing Sequence

- ☐ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (specify) side

9. Volume

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☒ Other (specify) Book

10. Approximate Annual Accumulation

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☒ Other (specify) Book

11. File is Used

- ☒ Daily ☐ Weekly ☐ Monthly

12. File Becomes Inactive After

N/A

- ☐ Month(s) ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

Kingsware WTP
Supt. Office

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or Office)

- ☒ Yes Operator's room
Ling, F.C. Mon. ☐ No

15. Access Restrictions ☐ Yes ☒ No
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

- ☒ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used?

- (If yes, explain briefly and describe any hardware/software)
☐ Yes ☒ No

18. Recommended Retention

Indefinite until updated or superseded, then destroy

19. Name and Title of Preparer

William Luhn
Supt. WTP

20. Telephone Number

(301) 684-1754

21. Date

11/29/99
10/10/02

RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form for each new or revised record series.

Department of
Water Treatment
6436 Plant RD.

PAGE ____ OF ____

Frederick, Maryland 21701

1. Position

Supt. of Water Treatment

2. Division

Water - Sewer

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

Maintenance Files

5. Earliest Year/Latest Year

1940's to present

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Files pertaining to areas of maintenance of equipment

7. Record Series Format(s)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (specify)

computer hardrive

8. Record Series Filing Sequence

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (specify)

9. Volume

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☒ Other (specify)
hardrive

10. Approximate Annual Accumulation

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☒ Other (specify)
hardrive

11. File is Used

- ☒ Daily ☐ Weekly ☐ Monthly

12. File Becomes Inactive After

N/A

- ☐ Month(s) ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

Linganore WTP
Maintenance Office

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office)

☐ Yes

☒ No

15. Access Restrictions ☐ Yes ☒ No
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

- ☒ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used?

- (If yes, explain briefly and describe any hardware/software)
☐ Yes ☒ No

18. Recommended Retention

Definite
Life of equipment,
then destroy.

19. Name and Title of Preparer

William Luhn
Supt. WTP

20. Telephone Number

(301) 694-1754

21. Date

11/29/99
12/10/00

RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form
for each new or revised record series.

Department of

Water Treatment
6436 Plant RD.

PAGE ____ OF ____

Frederick, Maryland 21701

1. Position

Supt. of Water Treatment

2. Division

Water - Sewer

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

Monocacy Silos

5. Earliest Year/Latest Year

1961 to present

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Silos pertaining to equipment found at the Monocacy WTP.

7. Record Series Format(s)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (specify) _____

8. Record Series Filing Sequence

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (specify) _____

9. Volume

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify) _____

10. Approximate Annual Accumulation

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify) _____

11. File is Used

- ☐ Daily ☐ Weekly ☒ Monthly

12. File Becomes Inactive After

N/A

- ☐ Month(s) ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

Monocacy WTP
Supt. Office

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or Office)

☐ Yes

☒ No

15. Access Restrictions ☐ Yes ☒ No
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

- ☒ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used?

(If yes, explain briefly and describe any hardware/software)
☐ Yes ☒ No

18. Recommended Retention

Unlimited Life of equipment,
then destroy

19. Name and Title of Preparer

William Luhn
Supt. WTP

20. Telephone Number

(301) 694-1754

21. Date

11/29/89
12/10/89

RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form
for each new or revised record series.

Department of

Water Treatment
6436 Plant RD.

PAGE ____ OF ____

Frederick, Maryland 21701

1. Position

Supt. of Water Treatment

2. Division

Water-Sewer

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

Budgetary Files

5. Earliest Year/Latest Year

1989 to present

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Files of budgets (prices, budgets, quotes, etc.)

7. Record Series Format(s)

☒ Letter Size

☐ Microfilm

☐ Legal Size

☐ Computer Tape

☐ Bound Book

☐ Floppy Disk

☐ Audio Tape

☐ Video Tape

☐ Other (specify)

8. Record Series Filing Sequence

☒ Alphabetical

☐ Numerical

☐ Chronological

☐ Geographical

☐ Other (specify)

9. Volume

☒ File Drawer(s)

☐ Microfilm Reel(s)

☐ Computer Tape(s)

☐ Other (specify)

1
Number

10. Approximate Annual Accumulation

☒ File Drawer(s)

☐ Microfilm Reel(s)

☐ Computer Tape(s)

☐ Other (specify)

1/10
Number

11. File is Used

☒ Daily

☐ Weekly

☐ Monthly

12. File Becomes Inactive After

N/A

☐ Month(s) ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

Linganore WTP
Supt. Office

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or Office)

☐ Yes

☒ No

15. Access Restrictions ☐ Yes ☒ No
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

☒ None

☐ State

☐ Federal

☐ Independent

17. Is an Index System Used?

(If yes, explain briefly and describe any hardware/software)

☐ Yes ☒ No

18. Recommended Retention

Unlimited 3Y

19. Name and Title of Preparer

William Luhn
Supt. WTP

20. Telephone Number

(301) 694-1754

21. Date

11/29/89
10/10/00

RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form for each new or revised record series.

Department of
Water Treatment
6436 Plant RD.

PAGE ____ OF ____

Frederick, Maryland 21701

1. Position <u>Supr. of Water Treatment</u>	2. Division <u>Water - Sewer</u>
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DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title <u>Linganore Files</u>	5. Earliest Year/Latest Year <u>1931 to present</u>
--	--

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)
Files pertaining to Equipment found at the
Linganore WTP

<p>7. Record Series Format(s)</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Filing Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p style="text-align: center;"><u>3/4</u></p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>
<p>10. Approximate Annual Accumulation</p> <p style="text-align: center;"><u>1/25</u></p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>		

<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly</p>	<p>12. File Becomes Inactive After</p> <p style="text-align: center;"><u>N/A</u></p> <p><input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>
---	---

<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p><u>Supr. Office</u> <u>Linganore WTP</u></p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office)</p> <p style="text-align: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
---	---

<p>15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>(If Yes, cite Law(s) & Regulations(s))</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>
--	---

<p>17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention <u>Unlimited Equip. Life, then destroy.</u></p>
--	--

<p>19. Name and Title of Preparer</p> <p><u>William Luhn</u> <u>Supr. WTP</u></p>	<p>20. Telephone Number</p> <p style="text-align: center;"><u>(301) 694-1754</u></p>	<p>21. Date</p> <p style="text-align: center;"><u>11/29/89</u> <u>12/10/00</u></p>
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RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form
for each new or revised record series.

Department of
Water Treatment
6436 Plant RD.

PAGE ____ OF ____

Frederick, Maryland 21701

1. Position

Supv. of Water Treatment

2. Division

Water - Sewer

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

Safety Files

5. Earliest Year/Latest Year

1980's to present

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Files pertaining to Safety issues (Confined
Space permits, Noxcom, SCBA, etc.)

7. Record Series Format(s)

☒ Letter Size

☐ Microfilm

☐ Legal Size

☐ Computer Tape

☐ Bound Book

☐ Floppy Disk

☐ Audio Tape

☐ Video Tape

☐ Other (specify)

8. Record Series Filing Sequence

☒ Alphabetical

☐ Numerical

☐ Chronological

☐ Geographical

☐ Other (specify)

9. Volume

1/4
Number

☐ File Drawer(s)

☐ Microfilm Reel(s)

☐ Computer Tape(s)

☐ Other (specify)

10. Approximate Annual Accumulation

1/25
Number

☐ File Drawer(s)

☐ Microfilm Reel(s)

☐ Computer Tape(s)

☐ Other (specify)

11. File is Used

☐ Daily

☐ Weekly

☐ Monthly

for needed N/A

☐ Month(s)

☐ Year(s)

12. File Becomes Inactive After

13. Current Location(s) (Bldg., Floor, Room)

Lingapore WTP.
Supv. Office

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or Office)

☐ Yes

☒ No

15. Access Restrictions ☐ Yes ☒ No

(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

☒ None

☐ State

☐ Federal

☐ Independent

17. Is an Index System Used?

(If yes, explain briefly and describe any hardware/software)

☐ Yes ☒ No

18. Recommended Retention

Indefinite

Screen annually. Destroy material having not further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the MD State Archives

19. Name and Title of Preparer

William Luhn
Supv. WTP

20. Telephone Number

(301) 684-1754

11/29/89
10/10/00

RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form
for each new or revised record series.

Department of

Water Treatment
6436 Plant RD.

PAGE ____ OF ____

Frederick, Maryland 21701

1. Position

Supv. of Water Treatment

2. Division

Water - Sewer

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

L.R. Mountain Silos.

5. Earliest Year/Latest Year

7 to present

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Silos pertaining to Lester L. Dingle, Fishing Creek Reservoir & Tuscarora Reservoirs.

7. Record Series Format(s)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (specify) _____

8. Record Series Filing Sequence

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (specify) _____

9. Volume

- 1/4
Number
☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify) _____

10. Approximate Annual Accumulation

- 1/25
Number
☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify) _____

11. File is Used

- ☐ Daily ☐ Weekly ☒ Monthly

12. File Becomes Inactive After

- N/A ☐ Month(s) ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

Lisagore WTP
Supv. Office

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or Office)

- ☐ Yes ☒ No

15. Access Restrictions ☐ Yes ☒ No
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

- ☒ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used?

- (If yes, explain briefly and describe any hardware/software)
☐ Yes ☒ No

18. Recommended Retention

Unlimited

19. Name and Title of Preparer

William L. Lukan
Supv. WTP

20. Telephone Number

(301) 694-1754

21. Date

11/29/99
10/10/00

RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form
for each new or revised record series.

Department of

Water Treatment
6436 Plant RD.

PAGE ____ OF ____

Frederick, Maryland 21701

1. Position

Supt. of Water Treatment

2. Division

Water - Sewer

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

Operational Records - Water Quality

5. Earliest Year/Latest Year

1984 to present

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Operational records and info on Water Quality
Monthly, Quarterly, Annually
Water Treatment, Testing

7. Record Series Format(s)

☒ Letter Size

☐ Microfilm

☐ Legal Size

☐ Computer Tape

☐ Bound Book

☐ Floppy Disk

☐ Audio Tape

☐ Video Tape

☐ Other (specify)

8. Record Series Filing Sequence

☒ Alphabetical

☐ Numerical

☐ Chronological

☐ Geographical

☐ Other (specify)

9. Volume

☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

3/4
Number

10. Approximate Annual Accumulation

☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

1/10
Number

11. File is Used

☐ Daily

☒ Weekly

☐ Monthly

12. File Becomes Inactive After

N/A

☐ Month(s)

☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

Lingapore WTP
Supt. Office

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or Office)

☒ Yes

APW

☐ No

15. Access Restrictions ☐ Yes ☒ No
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

☒ None ☒ State

☐ Federal

☐ Independent

17. Is an Index System Used?

(If yes, explain briefly and describe any hardware/software)

☐ Yes ☒ No

18. Recommended Retention

Retain 57 and until
all audit requirements
have been met, then
destroy.

19. Name and Title of Preparer

William Luhn
Supt. WTP

20. Telephone Number

(301) 684-1754

21. Date

11/28/89
10/10/00

RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form
for each new or revised record series.

Department of

Water Treatment
6436 Plant RD.

PAGE 1 OF 1

Frederick, Maryland 21701

1. Position

Supt. of Water Treatment

2. Division

Water - Sewer

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

Personnel Files

5. Earliest Year/Latest Year

_____ to present

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Info on each employee (disciplinary actions, leave requests, certifications, etc.)

7. Record Series Format(s)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (specify) _____

8. Record Series Filing Sequence

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (specify) _____

9. Volume

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify) _____
1
Number

10. Approximate Annual Accumulation

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify) _____
1/10
Number

11. File is Used

- ☐ Daily ☒ Weekly ☐ Monthly

12. File Becomes Inactive After

- _____ ☐ Month(s) ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

Linganore Water Treatment Plant
Supt. Office

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or Office)

- ☒ Yes DPW ☐ No

15. Access Restrictions ☒ Yes ☐ No

(If Yes, cite Law(s) & Regulations(s))

Privacy Act

16. Audit Requirements

- ☒ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used?

(If yes, explain briefly and describe any hardware/software)

- ☐ Yes ☒ No

18. Recommended Retention

Unlimited until terminated
then forward to Admin. Support

19. Name and Title of Preparer

William Luhn
Supt. WTA

20. Telephone Number

(301) 684-1754

21. Date

11/29/99
10/10/00

RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form
for each new or revised record series.

Department of

PAGE 4 OF 10

Water Quality
8145 - Gas House Pike

Frederick, Maryland 21701

1. Position

CITY CHEMIST

2. Division

DPW - Water/Sewer

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

ADMINISTRATIVE - STANDARD TESTING PROCEDURES AND Safety

5. Earliest Year/Latest Year

1990 to present

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Individual test procedures including report blanks
Chemical Hygiene Plan, Emergency response/evacuations plans
~~Material Safety Data Sheets~~ and related info.

7. Record Series Format(s)

☒ Letter Size

☐ Microfilm

☐ Legal Size

☐ Computer Tape

☐ Bound Book

☐ Floppy Disk

☐ Audio Tape

☐ Video Tape

☐ Other (specify)

8. Record Series Filing Sequence

☒ Alphabetical

☐ Numerical

☐ Chronological

☐ Geographical

☐ Other (specify)

9. Volume

☐ File Drawer(s)

☐ Microfilm Reel(s)

☐ Computer Tape(s)

☒ Other (specify)

5
Number

Notebooks

10. Approximate Annual Accumulation

☐ File Drawer(s)

☐ Microfilm Reel(s)

☐ Computer Tape(s)

☐ Other (specify)

N/A
Number

11. File is Used

☒ Daily

☐ Weekly

☐ Monthly

12. File Becomes Inactive After

N/A

☐ Month(s)

☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

WWTP
ADMIN. BLDG. - MAIN LAB AREA BENCH TOP/SHELF
ON CENTER STORAGE
CABINET.

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or Office)

☐ Yes

☒ No

15. Access Restrictions ☐ Yes ☒ No
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

☐ None

☒ State

☒ Federal

☐ Independent

(RARC)

17. Is an Index System Used?

(If yes, explain briefly and describe any hardware/software)

☐ Yes ☒ No

18. Recommended Retention

Permanent reference
Retain until updated or superseded, then
destroy

19. Name and Title of Preparer

Daniel Seal

20. Telephone Number

301-694-1493

21. Date

29 NOV 1999
10/10/00

RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form
for each new or revised record series.

Department of

PAGE 7 OF 10

Water Quality
8145 Gas House Pike

Frederick, Maryland 21701

1. Position

CITY CHEMIST

2. Division

DPW - Water / Sewer

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

ADMINISTRATIVE - Reference FILES

5. Earliest Year/Latest Year

1988 to present

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

DRINKING Water Chemicals + processes, storage tanks, drought, test procedures.
and other misc. Reference type. Info.

7. Record Series Format(s)

☒ Letter Size

☐ Microfilm

☐ Legal Size

☐ Computer Tape

☐ Bound Book

☐ Floppy Disk

☐ Audio Tape

☐ Video Tape

☐ Other (specify)

8. Record Series Filing Sequence

☐ Alphabetical

☐ Numerical

☐ Chronological

☐ Geographical

☐ Other (specify)

9. Volume

☒ File Drawer(s)

☐ Microfilm Reel(s)

☐ Computer Tape(s)

☐ Other (specify)

2
Number

10. Approximate Annual Accumulation

☒ File Drawer(s)

☐ Microfilm Reel(s)

☐ Computer Tape(s)

☐ Other (specify)

0.2
Number

11. File is Used

☐ Daily

☐ Weekly

☒ Monthly

12. File Becomes Inactive After

N/A

☐ Month(s)

☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

WWTP
Admin Bldg. - Chemist Office Area - File Cabinet C

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or Office)

☐ Yes

☒ No

15. Access Restrictions ☐ Yes ☒ No
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

☒ None

☐ State

☐ Federal

☐ Independent

17. Is an Index System Used?

(If yes, explain briefly and describe any hardware/software)

☐ Yes ☒ No

18. Recommended Retention

Retain until updated or superseded,
then destroy

19. Name and Title of Preparer

Daniel Soap
City Chemist

20. Telephone Number

301-691-1473

21. Date

29 NOV 1999
10/10/00

RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form
for each new or revised record series.

Department of

Water Quality (3321)
8145 Gas House Pike

PAGE 10 OF 10

Frederick, Maryland 21701

1. Position

CITY CHEMIST

2. Division

DPW - Water / Sewer

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

MONTHLY OPERATIONAL PLANT RECORDS - WWTP

5. Earliest Year/Latest Year

July 1999 to present

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Computer Spread sheet files of wwtp operational testing measurements. Includes operator and lab generated daily data compiled into monthly report format. Hard copies kept as part of DMR files. (see p.1)

7. Record Series Format(s)

- ☐ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☒ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (specify) _____

8. Record Series Filing Sequence

- ☐ Alphabetical
☐ Numerical
☒ Chronological
☐ Geographical
☐ Other (specify) _____

9. Volume

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
2 ☐ Computer Tape(s)
Number ☒ Other (specify)
3.5" diskettes

10. Approximate Annual Accumulation

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
4 ☐ Computer Tape(s)
Number ☒ Other (specify)
3.5" diskettes

11. File is Used

- ☒ Daily ☐ Weekly ☐ Monthly

12. File Becomes Inactive After

- 10 ☐ Month(s) ☒ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

WWTP
Admin Bldg. - MAIN LAB AREA - computer
desk file box

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or Office)

- ☐ Yes ☒ No

15. Access Restrictions ☐ Yes ☒ No
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

- ☐ None ☒ State ☐ Federal ☐ Independent

17. Is an Index System Used?

- (If yes, explain briefly and describe any hardware/software)
☐ Yes ☒ No

18. Recommended Retention

Retain 5 years and until all audit
requirements have been met, then
destroy.

19. Name and Title of Preparer

Daniel Soap
City Chemist

20. Telephone Number

301-694-1473

21. Date

29 Nov. 1999
10/10/00

RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form
for each new or revised record series.

Department of

PAGE 2 OF 10

WATER QUALITY
8145 GAS HOUSE PIKE

Frederick, Maryland 21701

1. Position

CITY CHEMIST

2. Division

DPW - WATER/SEWER

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

ADMINISTRATIVE - LAB EQUIPMENT RECORDS AND LOGS

5. Earliest Year/Latest Year

1988 to PRESENT

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Equipment operation manuals, warranties, maintenance agreements, and related documents.
Includes Q.C. Blank log forms currently in use.
Also may include misc. w/w Ref. info on Sludge + TOXICITY TESTING.

7. Record Series Format(s)

☒ Letter Size

☐ Microfilm

☐ Legal Size

☐ Computer Tape

☐ Bound Book

☐ Floppy Disk

☐ Audio Tape

☐ Video Tape

☐ Other (specify)

8. Record Series Filing Sequence

☒ Alphabetical

☐ Numerical

☐ Chronological

☐ Geographical

☐ Other (specify)

9. Volume

0.5
Number

☒ File Drawer(s)

☐ Microfilm Reel(s)

☐ Computer Tape(s)

☐ Other (specify)

10. Approximate Annual Accumulation

<0.1
Number

☒ File Drawer(s)

☐ Microfilm Reel(s)

☐ Computer Tape(s)

☐ Other (specify)

11. File is Used

☐ Daily

☐ Weekly

☒ Monthly

12. File Becomes Inactive After

N/A

☐ Month(s)

☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

WWTP

ADMIN. BLDG - MAIN LAB AREA - FILE CABINET A

14. Is Record Series Duplicated Elsewhere?

(If yes, specify agency or Office)

☐ Yes

☒ No

15. Access Restrictions ☐ Yes ☒ No

(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

☒ None

☐ State

☐ Federal

☐ Independent

17. Is an Index System Used?

(If yes, explain briefly and describe any hardware/software)

☐ Yes ☒ No

18. Recommended Retention

Retain Equipment Life, then destroy.

19. Name and Title of Preparer

Daniel Seep
City Chemist

20. Telephone Number

301-694-1473

21. Date

29 NOV. 1999

10/16/02

RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form
for each new or revised record series.

Department of

PAGE 6 OF 10

Water Quality
8145 Gas House Pk

Frederick, Maryland 21701

1. Position

CITY CHEMIST

2. Division

DPW - Water/Sewer

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

DRINKING WATER PROGRAM CERTIFICATION RECORDS

5. Earliest Year/Latest Year

1988 to present

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

LAB Performance Evaluation Results and related info.
LAB Inspection Reports and related info.
Correspondence related to lab certification.
Includes pesticide application program as related to D.W. (algae control)
(cert.)

7. Record Series Format(s)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (specify) _____

8. Record Series Filing Sequence

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (specify) _____

9. Volume

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify) _____

10. Approximate Annual Accumulation

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify) _____

11. File is Used

- ☐ Daily ☐ Weekly ☒ Monthly

12. File Becomes Inactive After

10 ☐ Month(s) ☒ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

WWTP
Admin Bldg - Chemist Office Area - File Cabinet D

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or Office)

☐ Yes ☒ No

15. Access Restrictions ☐ Yes ☒ No
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

- ☒ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used?

(If yes, explain briefly and describe any hardware/software)
☐ Yes ☒ No

18. Recommended Retention

Belgian 544 until all audit require-
ments have been met, then destroy.

19. Name and Title of Preparer

CITY Chemist
Daniel Soap

20. Telephone Number

301-694-7473

21. Date

29 NOV. 1999
10/10/00

RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form
for each new or revised record series.

Department of

WATER QUALITY (3321)
8145 GAS HOUSE PIKE

PAGE 1 OF 10

Frederick, Maryland 21701

1. Position Water Quality Insp.
CITY CHEMIST
DEPT. MANAGER

2. Division

DPW - WATER/SEWER

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

WWTP - DISCHARGE MONITORING REPORTS (DMRS)
AND DMRQA

5. Earliest Year/Latest Year

1991 to Present

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Monthly compilation of test data for state compliance reporting.
Annual reports and related info on Lab Q.A. testing.

7. Record Series Format(s)

☒ Letter Size

☐ Microfilm

☐ Legal Size

☐ Computer Tape

☐ Bound Book

☐ Floppy Disk

☐ Audio Tape

☐ Video Tape

☐ Other (specify)

8. Record Series Filing Sequence

☐ Alphabetical

☐ Numerical

☒ Chronological

☐ Geographical

☐ Other (specify)

9. Volume

☒ File Drawer(s)

☐ Microfilm Reel(s)

☐ Computer Tape(s)

☐ Other (specify)

2
Number

10. Approximate Annual Accumulation

☒ File Drawer(s)

☐ Microfilm Reel(s)

☐ Computer Tape(s)

☐ Other (specify)

0.25
Number

11. File is Used

☐ Daily

☐ Weekly

☒ Monthly

12. File Becomes Inactive After

10

☐ Month(s)

☒ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

WWTP
ADMIN BLDG. - MAIN LAB AREA - FILE
CABINET A

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or Office)

☐ Yes

☒ No

15. Access Restrictions ☐ Yes ☒ No
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

☐ None

☒ State

☒ Federal

☐ Independent

17. Is an Index System Used?

(If yes, explain briefly and describe any hardware/software)

☐ Yes ☒ No

18. Recommended Retention

Retain 54 months then destroy
until all audit fees have been met,

19. Name and Title of Preparer

Daniel F. Seal
City Chemist - Dept. MGR.

20. Telephone Number

301-694-1473

21. Date

29 Nov. 1999
10/10/00

RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form
for each new or revised record series.

Department of

PAGE 3 OF 10

WATER QUALITY
8145 GAS HOUSE PIKE

Frederick, Maryland 21701

1. Position

CITY CHEMIST

2. Division

DPW - WATER/SEWER

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

ANALYSIS RECORDS - WWTP LAB

5. Earliest Year/Latest Year

1992 to present

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Daily testing bench sheets and Quality Control log records
Stored in annual packets.

7. Record Series Format(s)

☒ Letter Size

☐ Microfilm

☐ Legal Size

☐ Computer Tape

☐ Bound Book

☐ Floppy Disk

☐ Audio Tape

☐ Video Tape

☐ Other (specify)

8. Record Series Filing Sequence

☐ Alphabetical

☐ Numerical

☒ Chronological

☐ Geographical

☐ Other (specify)

9. Volume

☐ File Drawer(s)

☐ Microfilm Reel(s)

☐ Computer Tape(s)

Number ☒ Other (specify)

ARCHIVE BOXES

10. Approximate Annual Accumulation

☐ File Drawer(s)

☐ Microfilm Reel(s)

☐ Computer Tape(s)

Number ☒ Other (specify)

0.5
Archive boxes per yr.

11. File is Used

☐ Daily

☐ Weekly

☒ Monthly

12. File Becomes Inactive After

10

☐ Month(s)

☒ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

WWTP

ADMIN BLDG - MAIN LAB AREA - CENTER SERVICE CABINET

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or Office)

☐ Yes

☒ No

15. Access Restrictions ☐ Yes ☒ No
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements (Rare)

☐ None

☒ State

☒ Federal

☐ Independent

17. Is an Index System Used?

(If yes, explain briefly and describe any hardware/software)

☐ Yes ☒ No

18. Recommended Retention

Retention 5y + until all audit require.
ments have been met, then destroy.

19. Name and Title of Preparer

Daniel Seaf
City Chemist

20. Telephone Number

301-694-1473

21. Date

10/10/00

RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form
for each new or revised record series.

Department of

PAGE 5 OF 10

Water Quality
8145 Gas House Pike

Frederick, Maryland 21701

1. Position

CITY CHEMIST

2. Division

DPW - Water / Sewer

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

5. Earliest Year/Latest Year

DRINKING WATER COMPLIANCE TESTING / SPECIAL TESTING

1988 to present

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Records of in-house and contract testing performed to meet
state + federal requirements of Safe Drinking Water Act (SDWA)
Includes all reports and related correspondence sent to MDE.
Include files on any special projects/testing done citywide related to D.W.

7. Record Series Format(s)

8. Record Series Filing Sequence

9. Volume

☒ Letter Size

☐ Microfilm

☒ Alphabetical

☒ File Drawer(s)

☐ Legal Size

☐ Computer Tape

☐ Numerical

☐ Microfilm Reel(s)

☐ Bound Book

☐ Floppy Disk

☐ Chronological

1
Number

☐ Computer Tape(s)

☐ Audio Tape

☐ Video Tape

☐ Geographical

☐ Other (specify)

☐ Other (specify)

☐ Other (specify)

10. Approximate Annual Accumulation

☒ File Drawer(s)

☐ Microfilm Reel(s)

0.1
Number

☐ Computer Tape(s)

☐ Other (specify)

11. File is Used

12. File Becomes Inactive After

☐ Daily

☐ Weekly

☒ Monthly

10

☐ Month(s)

☒ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or Office)

WWTP
Admin Bldg. - Chemist Office Area - Cabinet B

☐ Yes

☒ No

15. Access Restrictions ☐ Yes ☒ No
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

☒ None

☐ State

☐ Federal

☐ Independent

17. Is an Index System Used?

(If yes, explain briefly and describe any hardware/software)

☐ Yes ☒ No

18. Recommended Retention

Retain for 57 and center cell
104 audit requirements have been met,
then
destroy.

19. Name and Title of Preparer

20. Telephone Number

21. Date

Daniel Seap
City Chemist

301-694-1473

29 NOV. 1999
10/10/00